

## CALIBRE Uses HROffice to Integrate Data, Increase Accuracy and Streamline Workflow

### CALIBRE

CALIBRE® is an employee-owned management and technology services company that delivers best-value solutions to solve management, technology, and program challenges in private and public industries such as defense, federal civil, and state and local governments. In 2005 CALIBRE was ranked 6th in the 25 Best Medium Companies to Work for in America by the Great Place to Work® Institute and the Society for Human Resource Management®.

#### **HROffice Employee Self-Service contributes to a better workplace**

When the CALIBRE Director of Human Resources, Michelle Voisinet Caylor joined the company in 2000, she discovered that employee data was stored in multiple locations, including Microsoft® Access™, various spreadsheets, and stacks of benefits enrollment forms. Caylor realized that a comprehensive HRMS (human resources management system) solution was critical.

CALIBRE purchased a nationally-known HRMS product that included an online open enrollment module. While this product addressed their immediate need for a benefits system, employees found the online interface confusing. "Navigation through the site was not very intuitive and employees avoided using it outside of the required open enrollment period," said Caylor. Limited employee adoption prompted Caylor to find another, easier-to-use solu-

tion. CALIBRE purchased Ascentis® Corporation's HROffice® with the online HROffice Employee Self-Service module in 2005. HROffice automates HR workflow processes to enable HR departments to improve management of employee compensation and benefits ranging from personal data, benefits, compensation history, leave/vacation, COBRA, OSHA compliance and more. As a result, open enrollment became a much more efficient process for HR. With the HROffice open enrollment Wizard, employees were able to take an active role in maintaining their personal information, including selecting and changing benefit elections through the year. For employees, HROffice Self-Service made working with the administrative aspects of their employment and with the HR department an important factor in their overall workplace satisfaction.

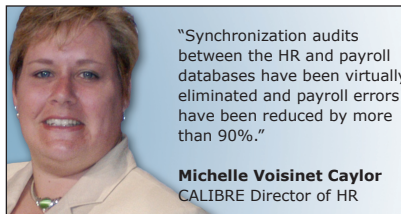
#### **HROffice integrates HR and payroll databases, streamlines processes and reduces errors**

In addition to providing employees with a more interactive experience, HROffice has also benefited HR, payroll and senior management by automating critical employment related processes. "Before we had HROffice, HR was maintaining sensitive employee information (names, addresses, benefits enrollments, salary/title changes, organizational chain,

etc.) in our benefits database and maintaining the same information in our Microsoft Access database, which also managed our corporate Intranet," said Caylor. "Meanwhile, payroll was tracking much of the same data in several additional databases as well: ADP® PC Payroll for Windows, Microsoft Dynamics™ SL (formerly Solomon) and DATABASICS TimeSite (an online timesheet system)."

As a result, the same information was being manually entered into several databases, opening the door for inevitable data-entry errors at each point of input. CALIBRE spent countless auditing hours ensuring that the data agreed in each database. While HR scrutinized monthly invoices to ensure employees were correctly enrolled in the many benefits programs, the HR staff could not see the employees' payroll information to ensure that the proper benefits payments were being deducted.

Caylor continues, "With HROffice's ability to connect to ADP PC Payroll for Windows, HR and Accounting no longer spends days auditing payroll for such things as deductions and salary adjustments. Changes now flow from a single source, which takes less than an hour to complete and cuts data entry time in half. Audits for synchronization between the HR and payroll databases have been virtually eliminated and payroll errors



"Synchronization audits between the HR and payroll databases have been virtually eliminated and payroll errors have been reduced by more than 90%."

**Michelle Voisinet Caylor**  
CALIBRE Director of HR

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have been reduced by more than 90%. In addition, with fewer paycheck errors, employees now have increased levels of morale and more confidence in our payroll staff."

### **HROffice's use of Microsoft technologies support dynamic updates across multiple databases**

HROffice uses Microsoft SQL Server™ technology, enabling CALIBRE to create programming interfaces that gather employee information from HROffice and automatically update other databases. "Behind the scenes we have been able to create programming that mines employee information from HROffice that updates other databases, such as our accounting system," Caylor explains. "Future plans include creating these automated database updates with Microsoft Active Directory®, our Intranet, Microsoft Office® Project Server, and DATABASICS' online timesheet system."

### **Customizing HROffice supports CALIBRE's unique business needs**

With the advanced customizable functionality of HROffice, Caylor was able to create custom fields to track information unique to government contractors – something she couldn't do with other HRMS products. Caylor explains, "HROffice has allowed me to track not only personnel and benefits information, but also the full employee life cycle – training, education, and performance

evaluation results (I can even attach files to employee records)."

Caylor has expanded HROffice beyond HR by creating tabs for other departments to collect, track, and report on information related to employees in a centralized database. For example, CALIBRE's administrative staff tracks office keys, security clearances, parking passes, and travel preferences. The information systems staff tracks phone numbers, computers and other assets distributed to employees, and the accounting staff tracks company stock distributions to former employees.

The list of departments tracking data unique to each employee through HROffice will undoubtedly grow. Caylor adds, "HROffice's QuickStart import tool makes updating the system fast and easy."

### **CALIBRE's HR department focuses on strategy while reducing costs**

Because HROffice is so easy to use, update and deploy, CALIBRE has lowered overhead costs. For example, HR no longer incurs the cost and wait-time of requiring a programmer or vendor to manage the database. In addition, having fully automated benefits management has allowed CALIBRE HR to accomplish more tasks (minutes vs. days), so fewer employees are necessary to manage the same workload. Caylor estimates this saves CALIBRE between \$30K and \$40K annually.

Caylor concludes, "As the director of human resources, I now spend fewer hours on daily administrative tasks and more time focusing on strategic initiatives."

For more information about HROffice, or to schedule a free demo, contact Ascentis at 1.800.229.2713 x. 7.  
Go to [www.Ascentis.com](http://www.Ascentis.com) and download a free, 30-day trial version.

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